

Exciting career opportunity



#Thrive with us #Come as you are

Senior – Accounting & Payroll and Outsourced Services (APOS)

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda. The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

Key roles and responsibilities

- Carry out all assignments in accordance with the Firm's standards, procedures and methodologies, while conforming to agreed time and money budgets.
- Assist the Managers, Directors and Partners in delivering services to clients in diversified sectors.
- Develop and maintain good client relationships.
- Keep abreast with technical developments in the profession and the country, in order to anticipate client needs, and offer value added and practical business solutions.
- Continuously seek ways to develop innovative practical solutions to clients' issues/concerns and also provide best practices.
- Prepare and review supplier and payroll related payment schedules.
- Maintain client books of accounts and prepare monthly management accounts.
- Perform monthly bank, customer, supplier and general ledger reconciliation.
- Prepare annual Financial Statements in accordance with IFRS and local regulations.
- File and review monthly VAT and withholding tax returns.
- File and review payroll statutory returns.
- Ensure every client details complies with KPMG standards.
- Providing regular project status updates against key performance indicators.
- Strengthening critical thinking and professional judgment skills including improving technical research skills as well as oral and written communication skills.
- Developing strong business acumen and industry knowledge to demonstrate value-add client service.
- Demonstrating capacity and capability for continuous learning including actively seeking specific feedback from peers and managers and providing constructive, honest and timely feedback to team members working under you.
- Maintaining compliance with all firm policies and procedures taking ownership for the engagement from start to finish - initiating action, anticipating requirements and facilitating discussions.
- Maintaining a relentless focus on quality and strive to uphold the highest professional standards and levels of objectivity, independence, ethics and integrity within our system of quality management and be as transparent as possible with colleagues and clients to help deliver exceptional services.
- Building strong working relationships and interactions with clients to ensure continuous efficient information flow from the client to the audit team.

Academic/Professional qualifications and Experience:

- Bachelor's degree in Accounting, Finance or other related fields.
- CPA finalist.
- Good understanding of Kenyan Tax regulations (Income Tax and VAT) and Labour laws.
- Knowledge in at least one of the following accounting applications Sage 50 Pastel or a higher level, Sage Evolution, Oracle, SAP etc.
- Experience working in a complex, fast moving environment.

Personal attributes:

- Good communication (written and verbal), numeracy, presentation and analytical skills.
- Be able to effectively support all aspects of engagement delivery end-to-end.
- Be a fast learner and analytical thinker.
- Excellent business writing skills.
- Able to work effectively with minimal supervision.
- IT proficiency, especially Microsoft Office Suite
- An eye for detail.
- Team player with leadership capability.
- Excellent coordination and planning skills.

We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.
- Opportunity for international travel.

If your career aspirations match this exciting opportunity, please use the link below to apply:

Senior – Accounting & Payroll Outsourced Services (APOS) – Candidate's Summary. Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting '**Senior – Accounting & Payroll Outsourced Services (APOS) by 6 April 2023.**

Please note that only shortlisted candidates will be contacted.